

HCBS Waiver Enrollment Process

For the New CAIRS Demographics Screen

The CAIRS Demographics screen is the on-line process to transmit enrollment data to OSU. (See attached copy) The following discusses the data fields on this screen.

All boxes must be completed in a section before transmitting to OSU. The only box that is optional is the Medicaid ID because the child may need to apply for Medicaid as part of the waiver enrollment process.

Transfer from another unit: This box applies to an Inter-agency transfer. If child is a transfer from another waiver provider this box will be checked and the date of transfer will be shown.

Transmittal 1 Section

- Date of Level of Care (LOC): Enter the latest date of the signatures from the Level of Care form. Note: The LOC form has two required signatures, if the form is not signed on the same day you will always enter the date of the last signature.
- Application Date: Enter the date of the last signature from the Application/Freedom of Choice form.
- County of Service: From the drop-down box: Select the county of the Provider serving the child.
- County of Residence: From the drop-down box: Select the county where the child is residing.
- County of Medicaid: From the drop-down box: Select the county where the child has Medicaid or is applying for Medicaid.
- Medicaid ID: Enter the child's Medicaid ID number (CIN), if known.
- SSN: Enter Yes, No, or unknown. If you enter yes and there is a SSN in the CAIRS record the CIN will be auto-filled; check to ensure the SSN is correct.
- SSI status: From the drop-down box: Select the SSI status for the child.
- Child's Income: Check ALL that apply, and provide the \$ amount. Note: It is recommended that you continue to use the HCBS Waiver Financial Information form to gather information during your initial meeting with the family so that you have the information needed to enter into CAIRS.
- Child's Citizen Status: Enter Yes, No, or unknown. If No is selected, answer Legal Resident Yes, No or unknown and enter date entered U.S.
- Child's Health Insurance: Check all that apply to the child from the choices regarding health insurance.
- Child's primary language and Family's primary language: From the drop-down box: Select the language for the child/family.
- Custody Status: From the drop-down box: Select the custody of the child at the time of waiver application.
- Child's current living situation: From the drop-down box: Select the child's current living situation at the time of the waiver application.
- Address Confirmed: You must check that you confirmed that this is the correct address.
- Parent/Guardian Name/Address: Enter parent/guardian name and address.
- Current Address: Check this box to indicate that the above address is the current address.
- This is a Transfer: For Intra-agency transfers, (i.e., Parsons-Albany to Parsons-Warren) check this box and enter the date of the transfer. For these transfers you need to change the address box above.
- Address History box: Click on the Add to List box to add the current address to this box. This box will contain a list for the current and prior addresses.
- Click here to send transmittal 1 to OSU: To send Transmittal 1 to OSU you must first click on the 'Save' selection on the bottom of the screen and then select this box, "Click here to send transmittal 1 to OSU". After Trans 1 is sent to OSU this box becomes disabled. Note: You may save your data and complete the transmittal at another time. To do this click on 'Save' selection on the bottom of the screen. At a later time when you complete the transmittal 1: select Save and then send it to OSU by clicking on the, "Click here to send Trans 1 to OSU" box.
- Date successful Transmittal 1 sent: When you click on the above box, the date you send the Trans 1 is shown in this box. This is your verification that the Trans 1 was sent.

- OSU Response- Date OSU processed transmittal: After the Trans 1 is processed by OSU, the date OSU processed is shown in this box.

Transmittal 2 Section

- Administrative Withdrawal: To process a case as an Administrative Withdrawal (AW) check this box with the reason. This will update the OSU record to show AW and no enrollment will occur. Note: AW is selected for a case when the Trans 1 has been sent to OSU but there will be no enrollment (No Trans 2 processed) per the reason provided.
- Date of last signature on Initial Service Plan (ISP): Enter the date of the last signature on the ISP. Note: In most cases it will be the date the LGU signed the ISP but not always.
- Amount of Budget: Select Under/Over \$75,000 from the drop-down menu based on the amount of the budget.
- Address Confirmed: Verify that the address in the Address box above is current. Then click on this box to confirm.
- Medicaid status confirmed: Verify that the Medicaid status in the box above is accurate. Then click on this box to confirm.
- Terminated from ICM as of Waiver App date: This box will be enabled (highlighted and allow data entry) if OSU determines that there is an active ICM on the Medicaid system. Clicking on this box confirms that you verified with the family that the child is no longer receiving ICM services as of the Waiver Application date.
- Click here to send transmittal 2 to OSU: To send Transmittal 2 to OSU you must first click on the 'Save' selection on the bottom of the screen and then select this box, "Click here to send transmittal 2 to OSU". After Trans 2 is sent to OSU this box becomes disabled. Note: You may save your data and complete the transmittal at another time. To do this click on 'Save' selection on the bottom of the screen. At a later time when you complete the transmittal 2: select Save and then send it to OSU by clicking on the, "Click here to send Trans 2 to OSU" box.
- Date successful Transmittal 2 sent: When you click on the above box, the date you send the Trans 2 is shown in this box. This is your verification that the Trans 2 was sent.
- OSU Response: After the Trans 2 is processed by OSU:
 - Enrollment Date: the Enrollment Date is shown in this box.
 - Date Advised to Bill: The date OSU processed the Trans 2 is shown in this box.